

## **CITY OF BEAVERTON Police Lieutenant**

### **General Summary**

Command-level position with responsibilities for supervising the activities of sergeants, police officers and administrative staff including planning, organizing, staffing, directing, training and coordinating the activities of the operations.

### **Key Distinguishing Duties**

Overall responsibility for managing programs and staff of the section including hiring employees; responding to grievances and overseeing the disciplinary process as needed.

### **Essential Functions**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Manage operations of a police unit or section. Develop, review, approve and implement division work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of a division leadership team. Evaluate performance and program effectiveness and take action for improvement as necessary.
2. Manage staff to ensure City goals and objectives are met. Uphold the department's community based policing philosophy. Schedule, assign and review work. Effectively make hiring and promotional recommendations. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversees disciplinary process according to the collective bargaining agreement and City policy.
3. Respond to complaints and conduct internal investigations involving employees. Assess training needs and make related recommendations.
4. Respond to serious or sensitive police scenes and assume command or assist the officer in charge.
5. Research and submit information for the budget process. Monitor expenditures to ensure compliance with approved budget. Provide explanation for variances.
6. Plan, schedule and facilitate community meetings with community and special interest groups.
7. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.

8. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on and produce excellent quality results and customer service.
9. Produce an acceptable quantity and quality of work that is completed within established timelines.
10. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
11. Represent the Police Department and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
12. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
14. Participate in the City Emergency Management program including classes, training sessions and emergency events.
15. Follow standards as outlined in the Employee Handbook.
16. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

### **Other Functions**

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Expert knowledge of applicable federal, state and local laws and ordinances and bar press guidelines.
- ◆ Advanced knowledge of practices and principles of criminal justice and crime prevention.
- ◆ Advanced knowledge of the laws and regulations governing criminal justice.
- ◆ Advanced knowledge of community policing philosophies.
- ◆ Advanced knowledge of safety regulations, procedures and practices in law enforcement.
- ◆ Advanced knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to community policing and criminal justice programs.

- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of human resources management practices.

### **Skills/Abilities Required**

- ◆ Expert ability to control and direct dangerous and sensitive situations and perform effectively in emergency situations.
- ◆ Expert ability to perform departmentally authorized use of force techniques to affect the physical arrest of criminal suspects.
- ◆ Advanced ability to operate firearms and equipment safely, skillfully and in conformance with applicable laws and regulations.
- ◆ Advanced skill in conceptual analysis and policy/program development and implementation.
- ◆ Advanced ability to successfully manage the operations and budget of a section.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Advanced ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Advanced ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Advanced ability to build consensus.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to apply and to coach employees on excellent internal and external customer service skills.
- ◆ Expert ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public regarding criminal justice and crime prevention.
- ◆ Ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word-processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

### **Minimum Qualifications Required for Entry**

Requires 90 college credit hours from an accredited school and 7 years experience in law enforcement including 3 years as a sergeant or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Department of Public Safety Standards and Training Advanced and Supervisory level certification required.
- ◆ Successful completion of Department of Public Safety, Standards and Training (DPSST) Mid-Management course within twelve (12) months of appointment, or as DPSST scheduling allows.

- ◆ Management level certification preferred.

## **Working Conditions**

Work in a 24 hour environment with varied shifts including weekends and holidays; daily focus on a computer screen; precise control of fingers and hand movements; wearing of protective gear or clothing; weekly dealings with distraught or difficult individuals occasional crouching, crawling, bending or kneeling, climbing or balancing; occasional working outdoors in inclement weather; occasional handling of hazardous chemicals or materials; occasional exposure to disease; daily operation of a motor vehicle on public roads.

## **Classification History**

As of 10/97: Police Lieutenant

Revised: 1/98

New class specification title 1/98: Police Lieutenant

Revised: 2/05

Revised 12/05

Revised: 1/1/09

Status: M2

FLSA: Exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date